

**SECRET**

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**CONFIDENTIAL**

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- 6 NOV 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Classification of Senior Administrative Positions  
in [REDACTED] Offices of the Contact Division, Office  
of Operations.

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1. In accordance with your request concerning the review of Administrative Assistant positions, GS-7, located in the Contact Offices, representatives of the Classification and Wage Division have held discussions with the officials of the Contact Division. Although these discussions indicated that no increased delegations of administrative authority had been made recently to the Contact [REDACTED] Offices, it was suggested by Contact Division that a current field audit of a typical Administrative Assistant position might be in order.

2. Accordingly, we have arranged with the Contact Division for [REDACTED] of our staff, to make a trip to the Field [REDACTED] 12 November 1953. It is felt that a current and more exacting evaluation can be ascertained through the observation of actual field operations. This field trip will also afford the Classification and Wage Division representative an opportunity to secure a current perspective on field Contact Specialist positions for which he is preparing CIA Position Classification and Qualifications Standards.

3. You will be advised promptly of our recommendations, based on our findings, as to the appropriate classification of these Administrative Assistant positions.

[REDACTED]

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[REDACTED]  
Acting Personnel Director

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